

San Diego Unified School District

PeopleSoft Human Resource Support

If you have a question about or would like some help with the Human Resource side of PeopleSoft, this is the document for you.

This shows you how to get help for the following PeopleSoft applications:

- **PAR Processing**
- **eRecruit** (Post & Bid / Summer School / Intersession)
- **Time and Labor** (Timekeeping)

The first thing you need to do **before** you pick up a phone or send an e-mail for help is to refer to the appropriate hard copies of training materials. Training materials are the printed manuals and job aids (cheat-sheets) that are given to you when you attend training classes. The same training materials can also be printed out on your computer from the district's DWA training website.

If you need to print out any training materials, please go online to:

<http://www.sandi.net/peoplesoft/readandlearn/index.asp>

These training materials are specifically designed to walk you through (with step-by-step illustrated instructions) all the functions of their respective software applications.

After you read the training materials, if you still have unanswered questions, please attend an **Open Lab** session, or contact the appropriate person from the list below. Information about Open Lab can be found at:

http://www.sandi.net/peoplesoft/training/open_lab/practice.asp

PAR Information and Help

All PARs are routed by the HR teams listed below

School Type & HR Officer	Contact	Telephone	e-mail address
Elementary Schools & CDC (Hedieh Khajavi)	Eileen Sandifer	725-8015	esandifer@sandi.net
	Penny Crosby	725-8105	pcrosby@sandi.net
Secondary Schools (Jeanne Batey)	Darin Noyes	725-8019	dnoyes1@sandi.net
	Connie Velazquez Moore	725-8049	cvelazquez@sandi.net
	Leticia Saldivar	725-8107	lsaldivar@sandi.net
Central Office (Sue Wybraniec)	Frank Webb	725-8037	fwebb@sandi.net

Questions about a Leave of Absence PAR	Contact	Telephone	e-mail address
Certificated Staff	Ann Cato	725-8032	acato@sandi.net
Classified Staff	Gloria Rangel	725-8172	grangel@sandi.net

How to Choose the Correct PAR

1. Navigate to **PeopleSoft Human Resources 8.9**
2. On the **Workforce Administration** menu, click on **PAR Instructions**.
3. The PAR Instructions will help you to choose the correct PAR.

eRecruit Information and Help

(Post & Bid/Intersession/Summer School)

School Type & HR Officer	Contact	Telephone	e-mail address
Elementary Schools & CDC (Hedieh Khajavi)	Eileen Sandifer	725-8015	esandifer@sandi.net

School Type & HR Officer	Contact	Telephone	e-mail address
Secondary Schools (Jeanne Batey)	Darin Noyes	725-8019	dnoyes1@sandi.net
	Connie Velazquez Moore	725-8049	cvelazquez@sandi.net
HR IT Systems Analyst	Herschel Johnson	725-8007	HJOHNSON@sandi.net
HR IT Systems Analyst	Anthony Rodgers	725-8086	arodgers@sandi.net
Certificated Manager	David Lee	725-8075	DLEE@sandi.net

Time and Labor (Timekeeping) Information and Help

Payroll Department

Main Number 725-7725

Certificated Payroll Techs - Monthly and Hourly

Locations 0001-0013, 0108-0185	Dana Chernoy-Brunetto	725-7727	dchernoy-brunetto@sandi.net
Locations 0057-0073, 0186-0301	Alice Van Cleave	725-7722	avancleave@sandi.net
Locations 0075-0089, 0302-0333, 0341-0343, 0367	Anna Marie Villegas	725-7729	avillegas1@sandi.net
Locations 0334-0340, 0344-0366, 0368-0499, 3637-3753	Norma Velazquez	725-7728	nvelazquez@sandi.net
Locations 0500-5996	Sherie Redding	725-7726	sredding@sandi.net
Locations 0017-0055, 0090-0107, 5831-5998	Yesenia Mundo	725-7723	ymundo@sandi.net
FAX Certificated		686-6729	

Classified Payroll Techs - Monthly and Hourly

Locations 0003-0169, 3637-3705	Margie Warthen	725-7712	mwarthen@sandi.net
Locations 0170-0338	Steve Dozier	725-7711	sdozier@sandi.net
Locations 0355-0799, 5100-5524	Denise Hill	725-7733	drobinson1@sandi.net
Locations 5526-5789, 0341-0354	Arlene Mataban	725-7709	alee4@sandi.net
Locations 0834-0896, 8125-8813, 5831-5998, 3732-3753	Lori Wilkinson	725-8152	lwilkinson@sandi.net
FAX Classified		686-6729	

General Information

Payroll Manager	Sue Weir	725-7717	sweir@sandi.net
Supervisor Classified Payroll	Trudy Johnson	725-7702	tjohnson2@sandi.net
Supervisor Certificated Payroll	Judy Wind-Walker	725-7730	jwindwalker@sandi.net
Personnel-Payroll Clerk	Christi Lary	725-7736	clary@sandi.net
Direct Deposit / Workers Comp	Catherine Dickens	725-8146	cdickens@sandi.net
Wage Withholding Orders	Deana Davidson	725-8009	ddavidson1@sandi.net
Administrative Aide	Karen Guild	725-7718	kguild@sandi.net
FAX Front Desk		725-7708	

General Office Hours (walk-in/phone): 8:00 a.m. - 5:00 p.m. Monday - Friday

Telephone for Administrators/Timekeepers: 8:00 a.m. - 5:00 p.m. Monday - Friday